



# SPECIAL TROOPERS ADAPTIVE RIDING SCHOOL

33148 K22—Sioux City, IA 51108—www.scstars.org—P: 712.239.5042—F: 712.224.3471

## PARTICIPANT REGISTRATION FORM 2022

Please print legibly

PARTICIPANT NAME: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Best way to contact you: Email  Phone  or Text

School Presently Attending: \_\_\_\_\_ Year in School: \_\_\_\_\_

Diagnosis or Description of Disability: \_\_\_\_\_

Current Medications: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ (Required to Participate.)

*Please answer the questions below to the best of your ability and provide detail as needed for participant.*

Balance Ability: \_\_\_\_\_

Cognitive Ability: \_\_\_\_\_

Does the participant know Left and Rights? Yes  No

Ability to Communicate: \_\_\_\_\_

Attention: \_\_\_\_\_ Disposition/Social/Behavior: \_\_\_\_\_

History of Animal Abuse: Yes  No  Comments: \_\_\_\_\_

Any recent changes to note (behaviors, medications, health, etc.): Yes  No  If yes, please provide more details:

\_\_\_\_\_  
\_\_\_\_\_

What goals would you like the participant to work on this year? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*STARS, Inc. reserves the right to refuse or discontinue services at any time for current or potential participants if the participant exceeds a safe weight limit or poses other safety concerns of any nature.**

Signature (Self, Parent, or Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_



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## PAYMENT CONTRACT & AGREEMENT

PARTICIPANT NAME: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Preferred method of contact for invoices: Email  Mail

Contact Person (if different than above) for payment & funding:

Contact Name: \_\_\_\_\_ Relationship to Client: \_\_\_\_\_

Billing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*Participants that list *Veridian* or *Children at Home* will be required to sign additional paperwork. Please note that STARS, Inc. will ONLY submit invoices to Veridian and Children at Home. All other communication with those agencies is the responsibility of the Parent/Guardian. If payment is not received the Parent/Guardian will still be held responsible for payment or pursuing said agency for payment.

STARS, Inc. has five sessions offered throughout the year. Each session is 6-weeks long. Participants attend class once a week throughout the 6-week time frame. The session fee for each 6-week session is due in FULL by the last day of that session. Ground Work Lessons will be approximately 30 minutes per class and Therapeutic Riding will be approximately 60 minutes per class. Class length may vary depending on the number of participants per class.

A \$20 deposit will be due at the time of both Spring and Fall registrations. That deposit will be applied to Participant's session fees.

### Session Fees:

Every participant receives a 75% discount off session fees when participating at STARS. The Remaining 25% of the participant fee is the responsibility of the Parent/Guardian and must be paid in FULL by the end of each session. If payment is not received in FULL the participant will be unable to participate in future sessions until arrangements are made with the Executive Director of STARS or payment is received. If additional assistance is needed for that 25% PLEASE ASK! There are options available. PLEASE NOTE: Unpaid accounts will risk being turned over to collections if communication is not established with STARS, Inc.

25% fee for Therapeutic Riding (6-week session) - **\$180**

25% fee for Ground Work ONLY (6-week session) - **\$90**

*Invoices will be sent out at the beginning of each session followed by monthly statements for all unpaid balances.*

By signing below, I agree to the terms set forth in this agreement.

Signature (Self, Parent, or Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_



## OVERVIEW OF PARTICIPANT POLICIES & ACKNOWLEDGMENT

Please see the Participant Policies document for full details on each Policy.

1. PARTICIPANT FORMS
2. ELIGIBILITY
3. MEDICAL INFORMATION
4. CANCELLATIONS
5. ATTENDANCE
6. ATTIRE
7. SAFETY RULES
8. CODE OF CONDUCT
9. GROUNDS FOR DISMISSAL
10. EQUINE LIABILITY LAW

By Signing below, I acknowledge the receipt of the STARS, Inc. Participant Policies and have retained a copy for my records. I have been provided the opportunity for questions and clarification. I accept the terms set forth in the agreement and understand the consequences if not followed.

Signature (Self, Parent, or Guardian): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Relationship to Participant: \_\_\_\_\_



## PARTICIPANT POLICIES

Thank you for entrusting STARS, Inc. to provide equine services to your participant. It is the goal of our program to provide each participant with a fun learning environment that promotes positively to the overall well-being of that individual. To ensure that goal is safe and successful we ask for each Parent/Guardian be aware of the following policies and agree to uphold to the best of their ability. Any violations may be considered reason for dismissal from the lesson or session. Safety is a top priority of our program.

### 1. PARTICIPANT FORMS

- a. ALL participants are required to submit an annual registration form prior to the first class of a session. A NEW client packet will be required of all new participants and returning the participants that have not been active within the most recent two years. Returning participants will be required to submit medical forms every two years. Annual Rider Packets will be mailed out prior to Session ONE and will include the needed forms for that individual participant to complete.

### 2. ELIGIBILITY

- a. Therapeutic Riding is available to anyone ages 2 and up with a diagnosed disability. Ground Work is available upon request and determined on a case by case basis. A Physician's Authorization is required by all participants to qualify for the STARS, Inc. program. Participants of the Therapeutic Riding must have height and weight listed on the Physician's form. For the safety of the STARS horses and participants each horse has a weight limit that their rider must stay below. If a participant exceeds the weight limit of the horses available to them, Ground Work may be considered.

### 3. MEDICAL INFORMATION

- a. Medical information obtained by STARS is solely for the purpose of establishing safe and successful participant goals. STARS staff that interact with participants such as instructors or directors will have access to medical information and will not share that information. Medical forms will be destroyed two years after a participant has left the program.

### 4. CANCELLATIONS

- a. Classes will be cancelled if the heat index or actual temp is 92 degrees or above at 3:00 P.M. In cold weather classes will be cancelled if temperatures go below 15 degrees by 3:00 p.m. In the event of threatening weather conditions such as tornado, snow storm, etc. classes will be cancelled by 3:00 p.m.
- b. Classes cancelled due to weather will NOT be made up or rescheduled. If there is a cancellation due to staffing issues, STARS will make best efforts to schedule a make-up class if scheduling allows but is NOT a guarantee. Missed classes by a participant will not be made up or rescheduled.

### 5. ATTENDANCE

- a. Participants that shows up 15 minutes after their scheduled time and/or the instructor has mounted all other participants will not be able to participate in that class. Once class is underway, class will not be stopped to mount or re-mount any participants due to safety concerns.
- b. Please call as soon as it is known that a participant will not be making it to their schedule class. Missed classes will not be rescheduled or made up.
- c. If a client no call/no shows for one class, STARS staff will reach out to the parent/guardian of that client during the following week to discuss a plan of attendance.

### 6. ATTIRE

- a. Close toed shoes are required by anyone working in or around the horses. If a participant shows up with inappropriate shoes, they will not be able to participate in the class.



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- b. Appropriate trousers/pants for horseback riding include jeans, long pants that are not slick or satiny. Shorts may be worn if they are riding in a bareback pad. So please check with the riding instructor. During colder weather, we encourage clients to dress in layers. Hats and ponytails should not be worn under helmets for safety reasons.
- 7. SAFETY RULES** - STARS strives to provide the safest environment for every participant, volunteer, family, staff, visitor, and the horses. Horses, however specially trained, can react unexpectedly due to their prey animal instinct. Working around and riding a horse is a risky activity. Everyone that rides must wear an ASTM/SEI approved riding helmet. The following rules **MUST** be followed at all times:
- No smoking anywhere on the premises.
  - No pets allowed. Please call ahead to bring service animals.
  - All minors (including siblings) must be supervised at all times.
  - Only those participating in a class may be in the arena areas unless prior permission is given by the instructor.
  - No running, pushing, yelling, or any other actions that might frighten a horse in the barn or arena.
  - No climbing on or reaching through the arena fence during a class.
  - Please turn off flashes and shutter sounds when taking pictures.
  - Horse pens have electric fence. **DO NOT TOUCH!**
  - Do **NOT** feed the horses.
  - Follow the direction of STARS Staff in case of Emergency.
- 8. CODE OF CONDUCT** - Thoughtful conduct and self-control factor in the safety and enjoyment of all participants. All persons at STARS will be expected to adhere to the following code of conduct:
- a. Respect all persons and horses--- no abusive language or actions
  - b. Respect all property
  - c. Refrain from abrupt noises, actions or behaviors that may startle horses
- 9. GROUNDS FOR DISMISSAL**
- a. Participant(s)/Family(ies) that cannot adhere to the policies or the Code of Conduct set forth in this agreement will receive warning and disciplinary action that could lead up to dismissal from the program.
- 10. EQUINE LIABILITY LAW**

*Iowa passed a law effective July 1, 1997. IOWA CODE CHAPTER 673 WARNING;*

*Under Iowa law, a domesticated equine professional is not liable for damages suffered by, an injury to, or the death of a participant resulting from the inherent risks of domesticated equine activities, pursuant to Iowa Code Chapter 673. You are assuming inherent risks of participating in this domesticated equine activity.*

Safety is a top priority at STARS and we appreciate your effort to help make that so. The policies and procedures should be kept for your records. Acknowledgment of these policies and agreement will be provided within the Participant's packet. If you have questions about items listed please contact the Program Director or Executive Director.

**KEEP FOR YOUR RECORDS**



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## THERAPEUTIC RIDING SESSION SCHEDULE

PARTICIPANT NAME: \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Best way to contact you: Email  Phone  or Text

Starting in 2022, STARS will be offering registration TWICE a year. Returning participants will receive SPRING registration prior to Session ONE and FALL Registration prior to Session FOUR. On the chart below please mark an X on ALL of the days and times you ARE available for each session of the current registration.

### SPRING 2022 REGISTRATION

**DUE BY January 17, 2022**

Session ONE (1)				
Week of January 31 thru March 11				
Day/Time	Mon	Tues	Wed	Thur
5:30 pm				
7:00 pm				

Session TWO (2)				
Week of March 28 thru May 6				
Day/Time	Mon	Tues	Wed	Thur
5:30 pm				
7:00 pm				

Session THREE (3)				
Week of May 23 thru June 30				
Day/Time	Mon	Tues	Wed	Thur
5:00 pm				
6:00 pm				
7:00 pm				

### FALL 2022 REGISTRATION

**DUE BY August 12, 2022**

Session FOUR (4)				
Week of September 5 thru October 13				
Day/Time	Mon	Tues	Wed	Thur
5:00 pm				
6:00 pm				
7:00 pm				

Session FIVE (5)				
Week of October 31 thru December 8				
Day/Time	Mon	Tues	Wed	Thur
5:30 pm				
7:00 pm				